

WEEKLY REPORTS TO TMA

1.0. ENROLLMENT AND CLAIMS PROCESSING STATISTICS REPORT

This report shall be telecopied to TMA and submitted to the Lead Agent in the format required by the Lead Agent, by noon, Mountain Time, of the first workday of the week following the week reported. Data to be reported include new enrollments and disenrollments; net opening and closing enrollment totals; outstanding enrollment applications sorted by aging category; claims - opening, pending, new receipts, adjustments identified, transfers, claims processed, and adjustments processed; and closing pending claims and adjustments, sorted by aging category.

2.0. CLAIMS AGING REPORT BY STATUS/LOCATION

Each contractor shall produce and furnish to the Contracting Officer's Representative at TMA, a claim aging report by Status/Location on the first workday following the reporting week. This report shall be sorted to enable a count of the total number of claims pending for a specified length of time; e.g., over 30 days and over 60 days. This report is normally an internal report for management use to track and expedite claims processing. Unless specifically requested by TMA or unless the contractor customarily makes a run of this report concurrent with preparation of the month-end reports to TMA, it need not balance with the end-of-month reports. Each contractor shall, on a one time basis, prepare an explanation of its individual reports and interpretation of the Status/Location codes, if any, to enable TMA staff to effectively review the data.

